

ACADEMIC STAFF - QUALIFICATIONS AND EQUIVALENCE POLICY



LCI
Melbourne

Policy Name	Academic Staff - Qualifications and Equivalence Policy
Policy Number	A005
Approval Authority	Board of Directors
Responsible Officer	Dean and Principal
Operational Responsibility	Academic Manager
Purpose	The purpose of this policy is to provide guidelines and criteria for professional experience equivalence of academic staff to teach at Higher Education Australian Qualification Framework (AQF) levels.
Scope	This policy applies to all academic staff teaching higher education units provided by LCIM.
Policy Statement	The Higher Education Standards Framework (Threshold Standards) 2015 specify that academic teaching staff must be qualified to at least one level of qualification higher than the program of study being taught (AQF+1), or have equivalent relevant academic, professional or practice-based experience and expertise.
Policy Strategies	<ol style="list-style-type: none"> 1. LCIM prefers that permanent contracted academic staff are qualified to at least one level of qualification higher than the program of study being taught (AQF+1); 2. If the Academic does not meet this, they must provide evidence of current discipline specific professional experience of at least three years (gained in the minimum of the last five years). This criteria indicates minimum guidelines although specialisations may require additional evidence or standards as appropriate for different disciplines of study. <p>OR</p> <ol style="list-style-type: none"> 3. Enrolment in a relevant (discipline specific) postgraduate program, plus current and relevant professional experience, together totalling 3 years and demonstrating achievement equivalent to the AQF level being taught. 4. Permanent contracted academic staff who are assessed on a combination of formal qualifications and professional experience must have formal qualifications to at least the same level as that being taught. Professional experience will only be used to assess one Qualification Standards level above that being taught; 5. In the event that a staff member is not qualified to at least one level of qualification higher than the program of study being taught, assessment for professional equivalence must demonstrate achievement that is equivalent to: <ul style="list-style-type: none"> ▪ the specific knowledge and skills established in the learning outcomes of the required program AQF level being considered plus ▪ alignment to the specific learning outcomes of the unit being delivered; 6. Assessment of professional equivalence includes consideration of the full range of professional experience, including teaching

	<p>experience at all AQF levels, industry experience, conducting professional development workshops or seminars, giving public lectures, conference papers, research and scholarship outputs and professional practice. Professional experience must be current and relevant to the discipline being taught.</p> <p>7. Exceptions can be made according to the following criteria and must have the approval of the Dean and Principal and Academic Manager.</p> <ul style="list-style-type: none"> ▪ Occasional guest and sessional academics working in a unit support and/or specialist expertise role will be exempt from the requirement to hold a qualification to at least one Qualification Standards level higher than the program of study being taught. They must however be able to bring a level of knowledge and expertise which will add value to the delivery of the relevant discipline area. They will be supervised by an appropriately qualified academic staff member. ▪ Academics who are not responsible for unit coordination and who, combined with other guest lecturers and academics, do not deliver more than 50 percent of the teaching of a unit require qualifications at least at the same level as the unit being taught and must have appropriate relevant professional experience as outlined above. ▪ LCIM recognises that there may be cases not covered by these guidelines. In such circumstances an academically defensible case can be made and must be approved by both the Academic Manager and Dean and Principal. 	
Relevant Legislation	<ul style="list-style-type: none"> ▪ Higher Education Standards Framework (Threshold Standards) 2015 ▪ TEQSA Guidance Note: Determining Equivalence of Professional Experience and Academic Qualifications ▪ 2016 Higher Education Support Act (2003) ▪ Australia Qualifications Framework (AQF) 	
Key Related Documents	Academic Staff - Qualifications and Equivalence Procedure	
Date Approved		
Date of Commencement		
Date for Review		
Documents superseded by this Procedure	New Policy	
Amendment History	New Policy	
Signed and dated for LCI Melbourne	Approved by The Board of Directors Q1 2020	19 January 2020

INFORMATION FOR PUBLISHING ON POLICY REGISTER	
Category	Governance
Stakeholders	Board of Directors Academic Board

	Leadership Team Academic Staff Administrative Staff LCIM Students and applicants
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